

CHAPTER 7

CORPORATE PLANNING AND SUPPORT OFFICE (J)

7000 CHIEF

MISSION: Integrates and coordinates DRMS corporate long-range and short-range planning, strategy development, and strategy implementation. Leads DRMS-wide projects and serves as liaison with HQ DLA on matters of strategic planning, strategic sourcing, organization management, workforce development, and knowledge management. Serves as advisor to the Command for oversight, coordination, performance and management of Risk Management Practices throughout the activity. Manages and conducts analyses of the cost and performance of DRMS on a corporate level. Ensures the validity and accuracy of management data. Interfaces with Customer Support Office – New Cumberland.

Directs the Public Affairs Program for DRMS, DLIS, DSIO, and other Federal Center agencies as covered by ISAs.

RESPONSIBILITIES:

1. Develops and coordinates Strategic Management Systems for DRMS, including strategic planning and measurement, Enterprise Business Plans, and corporate initiatives that will provide results consistent with the expectations and goals of the Command and Enterprise.
2. Facilitates implementation of the plans and initiatives and provides assistance to other DRMS elements.
3. Develops and implements policy direction, technical guidance, and administrative coordination in submittal of the Program Objective Memorandum (POM).
4. Assesses internal and external influences on planning direction.
5. Manages the Workforce Communications Program to promote effective employee-management communications and to keep DRMS employees up to date on activity changes.
6. Conducts studies and develops plans for competitive sourcing initiatives. Develops statements of work and surveillance plans for outsourcing efforts.
7. Prepares an annual commercial activities inventory in accordance with FAIR Act guidance to identify and categorize all DRMS responsibilities as either commercial or inherently governmental.
8. Coordinates the Knowledge Management Program for DRMS. Initiates, leads, manages, and/or evaluates projects and activities designed to enhance the identification, analysis, transfer, and development of knowledge to advance DRMS' strategic goals.
9. Interfaces with DLA, DoD, and other agencies to coordinate knowledge management efforts.

10. Develops and manages corporate training and workforce development programs to promote learning and growth and to define and maintain skill levels essential for each job role in the agency.
11. Manages the Executive Development and Leadership Development Programs to enhance leadership skills.
12. Manages the Career Management Program, Corporate Intern Program, and human capital initiatives to retain and replenish critical skills and provide career advancement/training.
13. Administers the DRMS Telework Program.
14. Provides technical guidance, reviews, analyzes, and implements organizational changes.
15. Analyzes and establishes organizational structures based on mission requirements.
16. Conducts organization studies to eliminate overlap and/or duplication of functions.
17. Develops policy and procedures applicable to organization, mission and functions, staff and Command relationships, responsibilities, and authorities.
18. Provides position management advice, guidance, and assistance to operating officials.
19. Interfaces with the Customer Support Office, New Cumberland (CSO-N) to review and forward personnel action requests, track all personnel actions, resolve discrepancies, and assist DRMS managers with personnel-related questions.
20. Serves as technical advisor for the Incentive Awards Program, and reviews and processes all incentive awards.
21. Promotes and provides staff guidance to managers on employee recognition. Promotes external programs that can be used to recognize DRMS achievements.
22. Leads the activity in identifying threat and opportunity risks and planning for the mitigation and management of those risks.
23. Sets priorities for risk management planning and reporting based on probability and cost factors.
24. Provides guidance to the organization regarding tools and techniques for risk identification, analysis and mitigation strategies.
25. Develops and deploys a corporate-wide methodology for monitoring and controlling risks within strategic projects and programs.
26. Responsible for stakeholder engagement and communication strategies to ensure appropriate coordination and approval of all risk management practices.
27. Develops detailed and highly technical program evaluation information and review mechanisms to assess effectiveness of resource management programs. This includes

statistical trend analysis and performance tracking related to overall resource management programs.

28. Manages the overall cost and performance of DRMS activities. Develops policy and procedures for tracking the costs of activities and refining those activities that are linked to processes of DRMS products and services.
29. Coordinates, prepares, and presents the quarterly review and analysis (R&A) briefing.
30. Conducts statistical and analytical research and implements new developments in management analysis techniques applicable to the activity.
31. Provides guidance/direction to staff elements and operating managers on the use of current and advanced economic analysis/cost benefit techniques to improve decision-making processes in activity operations. Facilitates, assists, or performs economic analysis/cost benefit studies as directed by the DRMS Commander.
32. Prepares or coordinates the preparation and release of progress and statistical reports relating to performance of the Command as required by higher authority.
33. Maintains central repository of summary management data for the purpose of evaluating internal effectiveness, efficiency, and economy of operations and supporting functions.

Public Affairs Office

34. Advises the Commander and staff on all public affairs matters, consistent with DRMS/DLA policies. Provides public affairs guidance and support to field activities.
35. Develops, administers and evaluates a worldwide Public Affairs Program. Sets public affairs policy for the organization incorporating DLA and other Federal regulations.
36. Is the central point of contact for DRMS/DLA on all media queries and public relations activities regarding DRMS third party sites.
37. Provides technical assistance and monitors the overall DRMS exhibits program.
38. Plans, directs, and operates the activity's internal informational program, including publishing an employee newspaper.
39. Provides public affairs guidance and assistance to field activities. Clears speeches, articles, audiovisual productions, and other informational material prepared by field activities, coordinating with the appropriate functional managers. Arranges clearance of material with DLA headquarters when required.
40. Is the activity's central point of contact for all inquiries from the media and the general public. Prepares coordinated responses to such inquiries. Coordinates media visits to DRMOs.
41. Plans and executes a local community relations program to sustain community support of the activity. Establishes and maintains liaison with the local community and civic and trade organizations. Plans and promotes the improvement of public understanding and support of the activity's programs and objectives. Plans and arranges civic/community groups' visits, tours and other special events sponsored or supported by the activity.

42. Prepares speeches for the Commander and key staff members.
43. Prepares, coordinates, and disseminates informational material about the activity.
Provides informational material to trade and special interest organizations, contractor firms, the activity's military customers, other Federal and State agencies, and the general public.